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Global Health Delegations of Authority

Programming Policy Function and ADS Cross-Reference	Delegation in ADS 103	Delegation of Authority	Global Health (GH) Operational Responsibility			
			Office Director or Strategic Objective Team Leaders or Cognizant Technical Officers (CTOs)	Strategic Planning Budget & Operations	SDAA and/or DAA	AA
“Alter Ego Authority”	ADS 103.3.16.1	<p>The Senior Deputy Assistant Administrator (SDAA) & Deputy Assistant Administrator (DAA) have “Alter Ego” authority with the Assistant Administrator (AA/GH).</p> <p>The SDAA or DAA acting as an “Alter Ego” of the AA signs as Senior DAA or Deputy AA, not as Acting AA. Therefore, the name of the appropriate DAA should appear. The DAA also may act as the Alter-Ego for the SDAA.</p>	N/A	N/A	Alter Ego	Delegates authority for Alter Ego
Approving Bureau Strategic Plan ADS 201.3.10.1	ADS 103.3.8.1	Reserved for AA/GH, SDAA/GH, or DAA/GH.	SO team leaders input & clear Office Directors input	Initiates and coordinates process	Both clear	Approves
Amending or Extending Bureau Strategic Plan (SP) (management agreement) & significant changes to Strategic Objectives (SO) ADS 201.3.11.1, .2, .3, .4 & .5	ADS 103.3.8.1	Reserved for AA/GH, SDAA/GH, or DAA/GH.	SO team leaders input & clear Office Directors input	Initiates and coordinates process	Both clear	Approves

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Approving Activities Activity Approval Documents (AADs) and AAD Amendments	ADS 103.3.8.1	New AADs will be approved by the AA/GH.	CTO initiates & prepares Office Director signs memo For cross-Bureau activities, Office Directors co-sign unless otherwise stated	Clears on new AADs and AAD amendments	Clears on new AADs (both clear if cross-Bureau activity) Approves AAD amendments	Approves new AADs Informed of substantive changes on amendments - Or - Approves if determined by AA to be substantive policy changes
	ADS 103.3.16.2	AA/GH, has delegated authority to SDAA/GH and DAA/GH to approve AAD Amendments unless determined to be a substantive policy change for AA's approval. <i><u>NOTE:</u> Substantive changes include, for example, a) policy changes, b) substantive increases in funding, and c) changes in personnel policies.</i>				
Approving Interagency 632(a) and (b) Agreements (IAAs)	ADS 103.3.8.2 & 103.3.8.10	The AA has been delegated authority from the Administrator to sign IAA 632 (a) and (b) agreements as specified in ADS 103.	CTO initiates & prepares document Office Director reviews package & signs memo	Clears	Approves (if cross-Bureau, one clears, one approves)	Informed of substantive policy changes - Or - Approves if determined by AA to be substantive policy changes
	ADS 103.3.16.3	The AA has delegated authority to the SDAA and DAA to sign IAAs. The name of the individual approving the IAA must appear on the document.				

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Approving Public International Organization (PIO) Grants	ADS 103.3.8.2	The AA has been delegated authority from the Administrator to sign grants to PIOs for programs within his/her area of responsibility.	CTO initiates & prepares document	Clears	Approves (if cross-Bureau, one clears, one approves)	Informed of substantive policy changes - Or - Approves if determined by AA to be substantive policy changes
	ADS 103.3.16.4	The AA has delegated authority to the SDAA and DAA to sign PIOs. The name of the individual approving the PIO must appear on the document.	Office Director reviews package & signs memo			
Establishing SO Teams ADS 202.3.3 (see <i>NOTE</i> in third column)	ADS 103.3.16.8	Office Directors have authority to establish SO Teams and appoint SO Team Leaders. <i>NOTE: ADS 202.3.3 states: "The head of each operating unit is strongly encouraged to establish an SO team to plan and manage activities to achieve each approved SO."</i>	Office Director establishes team	Supports	N/A	N/A
Portfolio Reviews ADS 203.3.7.1	ADS 103.3.16.9	Office Directors and SO Teams are responsible for planning and carrying out Portfolio Reviews. Office Directors are responsible for informing the AA of major issues resulting from portfolio reviews. Cross-reference (ADS 203.3.7.1) indicates that operating units are required to conduct at least one portfolio review annually.	CTO & Program Staff prepare Office Director informs AA	Monitors	Supports	Supports
Activity Closeouts (end of award) ADS 202.3.10.1	ADS 103.3.16.10	The CTO has responsibility for the orderly closeout of all activities under Strategic Objectives.	CTO initiates & supports the Office of Procurement (OP) in closeout	Guidance	N/A	N/A

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Non-competitive Assistance and Procurement waivers						
a. Source, origin & nationality waivers	ADS 103.3.16.5	a. GH Office Directors have been delegated authority by the AA/GH to waive source, origin and nationality requirements for the procurement of goods and services.	CTO prepares Office Director signs	Receives Copy	N/A	N/A
b. Salary waivers	ADS 103.3.16.6	b. <u>Over 10% increase:</u> AA/GH has authority to concur with contractor salaries exceeding the ES-6 level for increases above 10%.	CTO prepares Office Director clears	Clears	Clears	Signs
ADS E302.5.3		<u>Up to 10% increase:</u> GH Office Directors have been delegated authority by the AA/GH to concur with contractor salaries exceeding the ES-6 level below a 10% increase.	CTO prepares Office Director signs	Receives copy	N/A	N/A
c. Cost sharing determination	ADS 103.3.16.7	c. GH Office Directors have been delegated responsibility to make determinations regarding cost sharing waivers. The Office Director determines whether the recipient must make a financial contribution, and the amount of the contribution, if any.	CTO prepares Office Director signs	Receives copy	N/A	N/A

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d. Non-competitive ASSISTANCE (Grants & Cooperative Agreements) waivers - new & amendments ADS 303.3.5.5	ADS 103.3.16.11	d. <u>Over \$20 million:</u> Two-memo process. The Administrator or Deputy Administrator is required to approve waivers for non-competitive grants and cooperative agreements . <i>NOTE: The approval of the AA/GH is required as well as the Procurement Executive and the General Counsel (GC). The Procurement Executive and GC sign on the THROUGH line of the memo to the Administrator.</i>	CTO prepares & signs internal memo Office Director signs on THROUGH line of internal memo	Clears internal memo	Clears Both memos	Approves internal memo & signs memo to A/AID (on FROM line)
		<u>Over \$10 and up to \$20 million:</u> The AA/GH is required to approve all waivers for non-competitive grants and cooperative agreements . <i>NOTE: (SDAA/DAA may approve if they are Acting for AA.) The approval of the Procurement Executive and the General Counsel is also required. The Procurement Executive and General Counsel clear the memo.</i>	CTO prepares & signs memo Office Director clears memo	Clears	Clears	Approves memo
		<u>Up to \$10 million:</u> The SDAA/GH approves waivers for non-competitive grants and cooperative agreements . <i>NOTE: The AA/GH must be informed of the action by the technical office.</i>	CTO prepares & signs memo Office Director clears memo	Clears	Signs memo	Informed of action
		<u>No-cost extensions:</u> Office Directors approve all waivers for no-cost extensions for cooperative agreements and grants .	CTO prepares & signs memo Office Director signs on THROUGH line	Receives copy	N/A	N/A

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e. Non-competitive ACQUISITION (Contracts) waivers - new & amendments AIDAR 706.302.70	ADS 103.3.16.12	e. <u>Over \$10 million:</u> The AA/GH approves waivers for non-competitive contracts	CTO prepares & signs memo Office Director clears memo (see NOTE in third column)	Clears	Clears	Signs On THROUGH line
		<u>Up to \$10 million:</u> The SDAA/GH approves waivers for non-competitive contracts . <i><u>NOTE:</u></i> <i>AA/GH, SDAA/GH, and Office Directors' responsibility varies depending on the exception used. (See AIDAR 706.302.70)</i>	CTO prepares & signs memo Office Director signs or clears memo (See NOTE in third column)	Clears	Clears or Signs on THROUGH line (See NOTE in third column)	Approves memo or N/A (See NOTE in third column)